

EMPLOYMENT OPPORTUNITY



POSITION: Finance Technician II
DATE OPEN: March 10, 2014
DATE CLOSING: March 20, 2014 – 5pm
SALARY: \$4,050-\$5,061 per month

This position has primary responsibility for providing technical assistance and performing essential accounting duties in the preparation, review and maintenance of financial documents. More specifically, the position is responsible for tasks assigned relating to the following areas: accounts payable/receivable, customer service, fixed assets, utility billing and collection, revenue forecasting and preparation of the annual report.

EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES:

Compiles, reviews, and posts general journal entries within the automated financial system;

- Responsible for all utility billing and collection system functions. This would include interaction with public on questions of utility services, issues and disputes, maintaining accuracy of the general ledger and utility billing subsidiary ledger, preparing financial report schedules as assigned by the Financial Services Manager, and monitoring compliance with state, federal, and other regulatory guidelines;
- Performs independent reviews and analysis of reports and accounts to ensure accuracy and appropriate coding, revenues, and charges;
- Troubleshoots and performs detailed research to ensure perceived or actual anomalies in the general ledger (GL) are addressed;
- Provides auditing and oversight of Accounts Payable function;
- Administer accounting duties for Local Improvement Districts (LIDs) and other special assessment programs as assigned;
- Responsible for all grant accounting functions, including consulting on or preparing reimbursement requests, monitoring compliance with state and federal guidelines, and preparing the annual Schedule 16 for audit purposes.
- Interacts and assists public with questions, disputes, etc., via telephone and / or walk-ins.
- Monthly reconciliations of checkbook and cancelled warrants.
- Administers the City's purchasing card program;
- Maintenance and reporting of City sales tax activity;
- Back-up of the counter and phones as required.
- Assist management with special projects such as treasury management, preparation of annual report or preparation of budget-related information.

REQUIRED EDUCATION & EXPERIENCE:

Associates Degree and, three (3) years general accounting experience. Or, applicable experience above the required three (3) years may be substituted on a year-for-year basis for the Associates Degree.

TO APPLY: Submit a letter of intent, formal CITY OF SUMNER application and supplemental questionnaire no later than 5:00pm on the closing date to:

**HUMAN RESOURCES DEPARTMENT
CITY OF SUMNER
1104 MAPLE STREET, Suite 200
SUMNER, WASHINGTON 98390**

THE CITY OF SUMNER IS AN EQUAL OPPORTUNITY EMPLOYER